



**Environment and Spatial Planning**  
*Ministry of Housing, Spatial Planning and  
the Environment*

Criteria for the Sustainable Public Procurement of  
**Management and Maintenance of Office  
Buildings**

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# 1 Introduction

The Dutch government wants to take concrete steps towards a sustainable society, and to set a good example. Each year, government organisations spend more than EUR 50 billion on the purchase of Supplies, Services and Public works. By purchasing sustainably, the government can significantly boost the market for sustainable products. Governmental authorities have set clear objectives to achieve this: the central government is aiming for 100% Sustainable Public Procurement in 2010, while the municipalities aspire towards 75% in 2010 and 100% in 2015. Provincial governments and water boards have set themselves the target of at least 50% in 2010. 100% Sustainable Public Procurement is understood to mean that all purchases meet the minimum requirements that have been set for the relevant product groups at the time of purchase. More information on this topic is available from the website Sustainable Procurement ([www.agentschapnl.nl/sustainableprocurement](http://www.agentschapnl.nl/sustainableprocurement)).

NL Agency supports government authorities in various ways to help reach these objectives. These include developing criteria for supplies, services and public works procured by these authorities. This document focuses on the criteria for the Management and Maintenance of Office Buildings product group, the elaboration of the criteria in specification texts and a more detailed assessment of the criteria, as well as a number of points for attention in the pre- and post-procurement stages. Additional background information and considerations regarding the content of the criteria can be found in the criteria document on the website Sustainable Procurement [www.agentschapnl.nl/duurzaaminkopen/criteria](http://www.agentschapnl.nl/duurzaaminkopen/criteria), available in Dutch only.

## 1.1 Definition of the product group

The product group Management and Maintenance of Office Buildings includes criteria for regular and major maintenance of existing buildings, for the shell and the installations. The criteria apply both to supplies and to forms of contract. This concerns interventions not subject to permit.

For interventions subject to permit, the requirements for Renovation of Office Buildings apply.

Outside this document come:

- Small repairs, breakdowns and deficiencies. These repairs mostly happen ad hoc and concern the replacement of parts, such as locks. Brand and type of materials are usually defined;
- Renovation. By renovation is meant, according to the Buildings Decree, the “whole or partial renewal of a building”. This concerns interventions subject to permit. For renovation, all building elements are included in the form of an integral environmental performance requirement. For this, reference is made to the criteria document ‘Renovation of Office Buildings’;
- Monuments. Given the extremely diverse nature of the buildings and the necessary activities, these criteria do not apply to monuments;
- Transport and use of equipment;
- Fitting out of offices (soft furnishings, floor coverings, internal sun shades, furniture);
- Office equipment;
- Service issues (catering, energy, cleaning).

For these, see the relevant product groups on [www.agentschapnl.nl/duurzaaminkopen](http://www.agentschapnl.nl/duurzaaminkopen).

### Definition of “Management and Maintenance of Office Buildings” within “Buildings”

This document is part of the product group Buildings. Listed below are the criteria documents which come within this product group.

Phase	Zoning: Office buildings	Other building categories	
New building			
Management and Maintenance			
Renovation			
Demolition			
Rental and Purchase			

### CPV codes

For the benefit of the contracting authority, a number of CPV codes that might be of relevance to this product group have been included in this document. The selection is by no means exhaustive or complete. The contracting authority will remain responsible for compiling the correct set of CPV codes to match the relevant tender.

The following CPV codes apply to this product group:

71321000-4	Technical design services for mechanical and electrical installations for buildings.
45260000-7	Roofers and other specialised building activities.
45261900-3	Repair and maintenance of roofs.
45432000-4	Laying of floors and applying floor and wall coverings and wallpaper.
45432100-5	Construction and finishing of floors.
45432110-8	Laying floors.
45432120-1	Installing a double floor.
45315000-8	Electrical installation activities for heating and other electrical equipment in buildings.
45259000-7	Repair and maintenance of installations.
44112310-4	Partition walls.
45421141-4	Fitting of partition walls.
45421152-4	Installation of partition walls.
45421146-9	Installation of lowered ceilings.

## 2 Sustainability in the procurement process

The criteria in this document have been classified in the various steps of the public procurement process. More information about these steps and how to combine them with sustainability can be found in the Sustainable Public Procurement Manual. This manual can be downloaded from the website Sustainable Public Procurement [www.agentschapnl.nl/sustainableprocurement](http://www.agentschapnl.nl/sustainableprocurement).

### 2.1 Preparatory stage (points for consideration)

Every purchase or call for tender starts with drawing up the inventory of the needs of the internal or external customer. Sustainability can be incorporated into this stage by considering whether a more sustainable alternative might be available. Specific points for consideration regarding procurement for the Management and Maintenance of Office Buildings product group are:

#### **From policy to initiative**

A call for tender is usually the consequence of a – sometimes protracted – preparatory phase from policy to initiative to call for tender. In the preparation, choices and decisions are made which often have a great impact on the sustainability. The purchaser often has no influence on these choices, while those involved in the preparation have all the more. The realisation of sustainable projects thus begins with the inclusion of sustainability in the preparation and not only when works are put to tender.

The inclusion of sustainability in the preparation of projects is not yet usual practice. This may require additional policy from the government bodies concerned: policy which gives direction to the considerations and the making of choices. This is not detailed further in this document. By involving sustainability explicitly at all stages – including preparation – sustainable calls for tender gain more content and a sustainable realisation at a higher level becomes possible.

As a guideline for implementing sustainability in existing or newly-to-be-built office buildings, the 'Staged Plan for Making Offices Sustainable' (*Stappenplan Verduurzaming Kantoren*) from NL Agency may be used. For more information, see: [www.agentschapnl.nl/slimmeenergie/hulpmiddelen/inventariseren.asp](http://www.agentschapnl.nl/slimmeenergie/hulpmiddelen/inventariseren.asp).

#### **Initiative phase and process**

In considering possible conceptual solution directions for a certain problem, different alternatives may be lined up together and mutually compared on sustainability aspects. A proper knowledge of the project environment is of great importance here. Which parties are involved, what are the prior conditions and what qualities are present in the surroundings? Choices made may be laid down in requirements and desires for further detailing in the design and call for tender.

In large, complex projects, the contracting authority may opt to enter into discussion with the market during pre-qualification. In this way, more insight may be obtained into the achievability of the ambitions, and possible solution directions. Sustainability may also be considered. In this a market consultation or competition-directed dialogue may be thought of. See also the 'Sustainable Public Procurement Manual'.

#### **Own design**

Design services are often contracted out, but are also often finalised within the organisation itself. If a design is (partly) prepared within the service itself, then the requirements and

desires included in this document may be used as guidelines in order to realise sustainable works internally.

## 2.2 Specification stage (criteria)

During the specification stage, the needs of the internal or external customer are translated into a tender document. This stage entails the formulation of:

- Criteria for supplier qualification. These could include grounds for exclusion, suitability requirements, i.e. requirements with regard to suppliers, and, in the case of restricted procedures, any selection criteria, i.e. wishes with regard to suppliers.
- A description of the minimum requirements pertaining to supply, service or task (the Schedule of Requirements).
- Award criteria, i.e. wishes regarding supplies, services and public works. These are only applicable when the tendering process is based on the principle of the Most Economically Advantageous Offer ('Economisch Meest Voordelige Inschrijving' or EMVI).
- The contract stipulating the contract provisions.

More information on the various types of criteria and the various tender options can be found in the Sustainable Public Procurement Manual. Innovation is also included in the award criteria, where relevant. Innovation is oriented towards the development and introduction of new ideas and products.

The criteria in this document have been formulated to support the purchaser in the Sustainable Public Procurement of Management and Maintenance of Office Buildings. The criteria have been subjected to legal review. However, every procurement and tender process is unique. For that reason, the drafting of a tender document remains the responsibility of the purchaser.

### Stimulating higher ambitions and innovation

By awarding on the basis of the Most Economically Advantageous Tender (in Dutch, EMVI) and not only on price, tenderers may be challenged to make a distinctive bid with a high sustainability content. To achieve sufficient distinctive force for different aspects, it is important to restrict the number of criteria in an award.

In the Tendering for Works Regulations 2005 (in Dutch, ARW 2005), conditions are laid down which the criteria for an award based on EMVI must fulfil. Thus, the means by which the tenders are mutually compared must be made clear in advance. The contracting authority must itself determine here the weight of the various criteria and the manner in which the comparison will happen; for example, via point-counting, ranking, Life Cycle Costing, award on value or cost/benefit.

In 2006, around one third of large clients regularly requested innovative applications; by 2008, this percentage had increased to 44%. Large clients more often have a preference for working in a building team (30%) via Design & Construct (11%) or in a Public-Private Partnership construction (1%). Clients present a varying image when characterisation into traditional, integrated and innovative is considered. Of construction and installation companies and design and consultancy bureaus, 50 to 60% work traditionally; among suppliers it is 40% on average. On average, the working method of around 20% of contractors is 'integrated'. Of the construction and installation companies, a small percentage works 'innovatively'; among design and consultancy bureaus and suppliers, this is around 20% (source: EIB (Construction Industry Economic Institute) under contract to *Regieraad Bouw and PSI Bouw* (construction innovation network), September 2008).

## Overview of criteria

Table 3.1 Overview of criteria for Management and Maintenance of Office Buildings

<b>Minimum requirements</b>
Performance-oriented maintenance
Post-insulation of roof
Carrying out measures in energy saving plan
Making roof sustainable by means of: <ul style="list-style-type: none"><li>• Using green roof;</li><li>• Making suitable for future solar energy use;</li><li>• Disconnection of rainwater drainage.</li></ul>
Glazing
Flexible build-in package
Lighting: lamps
Lighting: regulation
Ventilation: heat recovery
Heating
Cooling
Assessment of installations performance
Sustainable timber
<b>Contract provisions</b>
Handover document
Ventilation management

### 2.2.1 Supplier qualifications

No criteria have been formulated for this specific product group with regard to supplier qualification. More information on the possibilities of incorporating sustainability at this stage of the process can be found in the Sustainable Public Procurement Manual.

## 2.2.2 Schedule of requirements

### Minimum requirements

<p>Minimum requirement no. 1</p>	<p><b>Performance-oriented maintenance</b></p> <p>The tenderer must carry out all the maintenance in a performance-oriented way, based on the enclosed condition assessment.</p> <p>By 'performance-oriented maintenance' should be understood: the carrying out of maintenance based on the condition of the parts (condition assessment) rather than via cycles established in advance. The condition score of all building and installation elements must be 3 or better (1 or 2).</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Declaration from the tenderer that he complies with this requirement.</li> <li>2. Description of how the requirement is met.</li> </ol>
<p>Notes for purchaser</p>	<p>The performance level is attuned to the envisaged remaining lifetime of the building. See the leaflet 'Performance-oriented collaboration in maintenance' (<i>Prestatiegericht samenwerken bij onderhoud</i>), SBR 2008.</p> <p>The contracting authority must have a condition assessment carried out prior to the call for tender. The contracting authority will determine the intervention necessary based on the condition assessment. The condition will be determined according to NEN 2767 'Condition assessment of building and installation components'.</p> <p>The condition assessment is an instrument to establish objectively the degradation of building elements. The condition assessment yields a condition score on a 6 point scale for each building element.</p> <p><u>Verification of Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Description of how the requirement is met.</li> <li>2. No further verification</li> </ol>

<p>Minimum requirement No. 2</p>	<p><b>Carrying out measures in Energy saving plan</b></p> <p>The tenderer must carry out the energy-saving measures formulated in the enclosed Energy saving plan.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Declaration from the tenderer that he complies with this requirement.</li> <li>2. Description of how the requirement is met.</li> </ol>
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Notes for the purchaser	<p>The contracting authority must have an integral Energy saving plan prepared prior to the call for tender.</p> <p>The following parts must be included as a minimum:</p> <ul style="list-style-type: none"> <li>• Insulation possibilities for the outer shell (including roof and facade).</li> <li>• Savings possibilities with regard to ventilation and infiltration.</li> <li>• Possibilities to use passive and active solar energy.</li> <li>• Savings possibilities with regard to heating.</li> <li>• Savings possibilities with regard to cooling.</li> <li>• Savings possibilities with regard to lighting.</li> <li>• Savings possibilities with regard to operations.</li> <li>• Savings possibilities with regard to lifts and escalators.</li> </ul> <p>For each part, the steps of the Trias Energetica must be gone through:</p> <ul style="list-style-type: none"> <li>• Reduce the energy demand.</li> <li>• Use sustainable energy sources.</li> <li>• Use finite energy sources efficiently.</li> </ul> <p>The objective is to approach the task integrally and to integrate the different disciplines in the interests of energy responsibility and energy saving.</p> <p><u>Verification of Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Description of how the requirement is met.</li> <li>2. No further verification</li> </ol>
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<p>Minimum requirement No. 3</p>	<p><b>Post-insulation of roof</b></p> <p><i>(For replacement of the roof covering, if the thermal resistance of the roof construction is lower than a <math>R_c</math> value of <math>4 \text{ m}^2\text{K/W}</math>)</i></p> <p>The tenderer must increase the thermal resistance of the roof covering to an <math>R_c</math> value of at least <math>4 \text{ m}^2\text{K/W}</math>. The <math>R_c</math> value must be calculated according to NEN 1068 'Thermal insulation of buildings - Calculation methods'.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Declaration from the tenderer that this minimum requirement is complied with.</li> <li>2. Description of how the tenderer complies with the minimum requirement.</li> <li>3. Calculation for the new situation according to NEN 1068 'Thermal insulation of buildings - Calculation methods'.</li> </ol>
Notes for the purchaser	<p>If there are doubts about the calculation included with the tender, an architectural engineering bureau may be requested to check the calculation for example.</p>

	<p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Description that the minimum requirement is complied with.</li> <li>2. Calculation for the new situation according to NEN 1068 'Thermal insulation of buildings - Calculation methods'.</li> <li>3. No further verification of this supporting document.</li> </ol>
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<p>Minimum requirement No. 4</p>	<p><b>Making roof sustainable</b> <i>(For replacement of the roof covering)</i></p> <p>The tenderer must employ the measure(s) below in replacement of the roof covering of an entire roof surface.</p> <p>EITHER</p> <p><b>Green roof:</b> The tenderer must use a green roof. The green roof must in any case include a water-impervious layer plus a substrate layer in which sedum seedlings, grass, moss and/or herbs are rooted.</p> <p>OR</p> <p><b>Make roof suitable for future solar energy techniques:</b> The tenderer must make the roof suitable for the future use of solar energy techniques. For this, the following modifications must be made:</p> <ul style="list-style-type: none"> <li>• The installation of roof feed-throughs in preparation for the fitting of cables and pipework.</li> <li>• The construction of zones with sufficient load bearing capacity/resilience to allow equipment (such as solar collectors or PV cells) to be set up in the vicinity of the feed-throughs.</li> <li>• The marking of these zones for future use.</li> </ul> <p>OR</p> <p><b>Disconnection of rainwater drainage:</b> The tenderer must disconnect the rainwater drainage (in Dutch, HWA) from the sewerage system. By disconnection is to be understood: preventing the sewerage system having to carry away the rainwater drainage from the building.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Declaration from the tenderer that these minimum requirements are complied with.</li> <li>2. Description of the way in which the minimum requirement is complied with.</li> </ol>
<p>Notes for the purchaser</p>	<p>The contracting authority makes a selection of at least one of the options. A combination of these three options is not always possible; however, at least one of the options can always be implemented.</p> <p>A vegetation roof may be used if the gradient, the loading capacity and the location as regards aspect (think here of the influence of sun or wind) are suitable for this.</p> <p>Disconnection may be employed if the local regulations of the water board or</p>

	<p>municipality permit infiltration or discharge into surface water.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Description of how this requirement is met.</li> <li>2. No further verification of this means of proof.</li> </ol>
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<p>Minimum requirement no. 5</p>	<p><b>Glazing</b></p> <p><i>(If the present partition construction between accommodation space and the exterior, composed entirely or partly of frames and glazing, has a U value greater than 2.8 W/m<sup>2</sup>K)</i></p> <p>The tenderer must implement the partition construction such that the U value is less than or equal to 1.2 W/m<sup>2</sup>K.</p> <p>The U value must be calculated according to NEN 1068 'Thermal insulation of buildings - Calculation methods'.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Declaration from the tenderer that this minimum requirement is complied with.</li> <li>2. List of the windows where the measure is implemented</li> </ol>
<p>Notes for purchaser</p>	<p>The contracting authority must establish the U value of the current glazing.</p> <p>The contracting authority will determine whether the measure is achievable for the specific situation.</p> <p>The glazing may be replaced with High Efficiency glass (in Dutch, HR glass). This has a lower U value than conventional double glazing. HR++ glass has an U value no higher than 1.2 W/m<sup>2</sup>K. The glass does not necessarily have to be replaced. A combination may also be made with secondary facades, climate facades or conservatories.</p> <p>A point for consideration in replacement of glazing: Particularly the combination of metal frames without a thermal break with HR++ glass can lead to problems. In these cases, replacing the frames as well should be considered.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. List of the windows where the measure is implemented.</li> <li>2. No further verification.</li> </ol>

<p>Minimum requirement</p>	<p><b>Flexible build-in package</b></p> <p><i>(For modification or replacement of the build-in package)</i></p>
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no. 6	<p>The tenderer must implement the requested modifications to the build-in package in such a way that this can easily be moved or removed. For this, the following requirements must be met:</p> <ul style="list-style-type: none"> <li>• Internal walls to be newly installed must not be made load-bearing.</li> <li>• Cables and pipework must not be installed in fixed/load-bearing walls.</li> <li>• The floor and ceiling finishes must be able to be reunified simply upon removal of internal walls. For this, the following requirements apply: <ul style="list-style-type: none"> <li>○ There must be no height difference between the floor finishes on each side of a non-load-bearing wall;</li> <li>○ The ceiling finish on each side of a non-load-bearing partition wall must have the same ceiling height, grid size and final finish.</li> </ul> </li> </ul> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Declaration from the tenderer that this minimum requirement is complied with.</li> <li>2. Description of the way in which modifications to the build-in package are implemented.</li> </ol>
Notes for purchaser	<p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Description of the way in which modifications to the build-in package are implemented.</li> <li>2. No further verification of this means of proof.</li> </ol>

Minimum requirement no. 7	<p><b>Lighting: lamps</b> <i>(For replacement of the lamps)</i></p> <p>In replacement of the lamps, the tenderer must use low-energy lamps with a minimum light output of 50 lumens/watt. These may be for example HF fluorescent lamps, energy-saving lamps or LED lighting.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Description that the minimum requirement is complied with.</li> <li>2. Product information from the lamp manufacturer.</li> </ol>
Notes for purchaser	<p>Better lamps are always coming on to the market. The minimum required efficiency may be made stricter in due course. This may be laid down in a contract clause via a bonus regulation. NB: For incandescent bulbs it applies that environmentally it is better to opt for replacement before the end of their lifetime than to wait until the</p>

	<p>bulbs fail.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Product information from the manufacturer.</li> <li>2. No further verification of this supporting document.</li> </ol>
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<p>Minimum requirement no. 8</p>	<p><b>Lighting: regulation</b></p> <p><i>(For replacement of the fittings)</i></p> <p>In the replacement of fittings, the tenderer must implement the following means of regulation directed at energy saving:</p> <ul style="list-style-type: none"> <li>• Daylight switching in the entire daylight sector, determined according to NEN 2916.</li> <li>• Presence detection in all accommodation and sanitary spaces.</li> </ul> <p>By daylight switching is to be understood: A switching system which, as soon as the (external) light level exceeds a certain threshold, wholly or partially switches off the artificial light in daylight zones, centrally or for each building section, or dims it in steps or smoothly.</p> <p>By presence detection is to be understood: A switching system which switches on automatically whenever someone enters a room and also switches off automatically if the room is not used for a certain time period.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Declaration from the tenderer that this minimum requirement is complied with.</li> <li>2. Description that the minimum requirement is complied with, including a list of the types of lamps and fittings to be used.</li> <li>3. Product information from the manufacturer.</li> </ol>
<p>Notes for purchaser</p>	<p>The contracting authority will determine whether the measure is achievable for the specific situation.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Description of how the requirement is met.</li> <li>2. Product information from the manufacturer.</li> <li>3. No further verification of this supporting document.</li> </ol>

<p>Minimum requirement no. 9</p>	<p><b>Ventilation: heat recovery (in Dutch, WTW)</b></p> <p><i>(In the presence of a balanced ventilation system without heat recovery)</i></p> <p>The tenderer must replace the existing air treatment cabinet and</p>
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Minimum requirement no. 10	<p>implement a balanced ventilation system with heat recovery, with an efficiency of at least 70%, according to NEN 5138.</p> <p>By heat recovery is to be understood: The heating of the fresh air to be pumped in using the heat from the exhausted air. Heat recovery can only be implemented if the building is provided with balanced ventilation. The most-used techniques for heat recovery are the cross-flow heat exchanger, the heat wheel and the two-element (twin coil) system.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Declaration from the tenderer that this minimum requirement is complied with.</li> <li>2. Description of the way in which the minimum requirement is complied with.</li> <li>3. Efficiency declaration from manufacturer.</li> </ol>
Notes for purchaser	<p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Description of how this requirement is met.</li> <li>2. Efficiency declaration from manufacturer.</li> <li>3. No further verification of this supporting document.</li> </ol>

Minimum requirement no. 10	<p><b>Heating</b></p> <p><i>(For replacement of heating device)</i></p> <p>The tenderer must supply a heating device with a generation efficiency of at least 0.95 (95%).</p> <p>This concerns a generation efficiency as employed in NEN 2916.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Declaration from the supplier that this minimum requirement is complied with.</li> <li>2. Statement of what type of heating device is used.</li> <li>3. Documentation from the manufacturer that the device to be used achieves at least an equivalent or higher efficiency based on a quality declaration recognised on the grounds of the Buildings Decree.</li> </ol>
Notes for purchaser	<p>NEN 2916 (the Energy Performance Standard, in Dutch EPN) enforces a standardised efficiency for each type of heating device. Reference is made to underlying standards for each type of device.</p> <p>The generation efficiency of an HR107 boiler is 0.95 (95%) according to NEN 2916 and it therefore complies with this criterion. The efficiency for example of a heat pump, in which heat from the surroundings is also used, can go up to more than 2 (200%)</p>

	<p>according to NEN 2916.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Statement of what type of heating device is used.</li> <li>2. Documentation from the manufacturer that the device to be used achieves at least an equivalent or higher efficiency based on a quality declaration recognised on the grounds of the Buildings Decree.</li> <li>3. No further verification of this supporting document.</li> </ol>
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<p>Minimum requirement no. 11</p>	<p><b>Cooling</b></p> <p><i>(For replacement of the central cooling system)</i></p> <p>The tenderer must use a central cooling system with an efficiency for modern central cold generation of at least 156%.</p> <p>This concerns a generation efficiency as employed in NEN 2916.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Declaration from the tenderer that this minimum requirement is complied with.</li> <li>2. Statement of what type of cooling system is used.</li> <li>3. Documentation from the manufacturer that the system to be used achieves at least an equivalent or higher efficiency based on a quality declaration recognised on the grounds of the Buildings Decree.</li> </ol>
<p>Notes for purchaser</p>	<p>NEN 2916 (the Energy Performance Standard, in Dutch EPN) enforces a standardised efficiency for each type of cooling system.</p> <p>A modern central compressor refrigerator has a generation efficiency of at least 156% (source: ISSO 75.1). Many local (smaller) systems, such as split units, have a lower efficiency than 156%.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Statement of what type of cooling system is used.</li> <li>2. Documentation from the manufacturer that the system to be used achieves at least an equivalent or higher efficiency based on a quality declaration recognised on the grounds of the Buildings Decree.</li> <li>3. No further verification of this supporting document.</li> </ol>

<p>Minimum requirement</p>	<p><b>Performance assessment of of systems</b></p> <p>The tenderer must assess the performance of the conditioning systems (heating, ventilation and cooling) two-yearly using the</p>
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no. 12	<p>instrument 'Installation Performance Scan'.</p> <p>Information about applying the 'Installation Performance Scan' is available on <a href="http://www.installatieperformancescan.nl/">http://www.installatieperformancescan.nl/</a>.</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Declaration from the tenderer that this requirement is complied with.</li> </ol>
Notes for purchaser	<p>By employing the methodology according to the Installation Performance Scan, possibilities for improvement are mapped out.</p> <p>The contracting authority is recommended to have the improvements carried out within 24 months.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. No further verification of this supporting document.</li> </ol>

<p>Minimum requirement no. 13</p>	<p><i>(For design, construct, design &amp; construct)</i></p> <p><b>Sustainable timber</b></p> <p>Timber to be supplied or timber processed into (wooden) products to be supplied, <i>insofar as these serve for the purposes of the realisation of the works and these will remain behind in the works</i>, must be demonstrably sustainably produced.</p> <p>By demonstrably sustainably produced timber should be understood: timber that complies with the Dutch Procurement Criteria for Timber with regard to sustainable forestry management and the supply chain, according to the applicable assessment method, as laid down on 24 July 2008 by the Minister for Housing, Spatial Planning and the Environment. These criteria can be found on the English language site <a href="http://www.tpac.smk.nl">www.tpac.smk.nl</a>, under "Documents".</p> <p><u>Means of proof:</u></p> <ol style="list-style-type: none"> <li>1. Statement to be included in this tender by the tenderer to confirm compliance with this minimum requirement, enclosing: <ul style="list-style-type: none"> <li>• a declaration in which it is indicated under what certification system the timber is supplied and which demonstrates that this minimum requirement is complied with. If the timber is supplied under a certification system which is approved by TPAC, this minimum requirement is complied with in any event. You will find an overview of the approved systems on <a href="http://www.tpac.smk.nl">www.tpac.smk.nl</a> or <a href="http://www.inkoopduurzaamhout.nl">www.inkoopduurzaamhout.nl</a>.</li> </ul> <p>As an aid to supplying evidence for certification systems which are not yet assessed by TPAC, the tenderer may make use of the following mutually related documents:</p> <ul style="list-style-type: none"> <li>-Dutch Framework for Evaluating Evidence of Compliance;</li> <li>-Annex 1: Category A Evidence;</li> <li>-Application form for system managers;</li> </ul> </li> </ol>
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	<p>-Assessment matrix for system managers.</p> <p>These documents can be found on <a href="http://www.inkoopduurzaamhout.nl">www.inkoopduurzaamhout.nl</a> and on <a href="http://www.tpac.smk.nl">www.tpac.smk.nl</a></p> <p>or</p> <ul style="list-style-type: none"> <li>• other evidence, provided with comprehensively documented information which may be verified for authenticity, and which demonstrates that the timber to be used is sustainably produced in the sense intended here. As an aid to supplying the evidence, the tenderer may make use of the following mutually related documents: <ul style="list-style-type: none"> <li>-Dutch Framework for Evaluating Evidence of Compliance;</li> <li>-Annex 2: Category B Evidence;</li> <li>-Appendix 1: Checklist Supply Chain;</li> <li>-Appendix 2: Checklist Legality;</li> <li>-Appendix 3: Checklist SFM with Guidance;</li> <li>-Guidance appendix 1: Checklist Supply Chain;</li> <li>-Guidance appendix 2: Checklist Legality.</li> </ul> </li> </ul> <p>These documents can be found on <a href="http://www.inkoopduurzaamhout.nl">www.inkoopduurzaamhout.nl</a> and <a href="http://www.tpac.smk.nl">www.tpac.smk.nl</a></p>
Notes for purchaser	<p>There are legal considerations in the application of this requirement. You will find more information in Chapter 2 of the Dutch language document.</p> <p>To support government purchasers and suppliers, the Timber Procurement Assessment Committee (TPAC), an independent committee of experts, has stipulated which certification systems comply with TPAS in any event. The growing list of approved certification systems can be found on <a href="http://www.tpac.smk.nl">www.tpac.smk.nl</a>.</p> <p>Other “equivalent” forms of evidence proffered by the tenderer must also be taken into consideration. The purchaser may present this other evidence to the TPAC if desired.</p> <p><u>Verification of means of proof:</u></p> <ol style="list-style-type: none"> <li>1. - In the case of a certificate: collection of further information from the certifying establishment which issued the document.</li> <li>- All other evidence may be presented to the TPAC.</li> </ol>

### 2.2.3 Award criteria

#### Award criteria

No award criteria have been formulated for this product group.

### 2.2.4 Contract

## Contract provisions

Contract provision no.1	<p>Handover document</p> <p>The contractor must supply a handover document on completion of the contract. The handover document should contain:</p> <ol style="list-style-type: none"><li>1. Technical description of the adapted components (including material specifications) and systems.</li><li>2. The last condition assessment, conducted according to NEN 2767 'Condition assessment of building and installation components'.</li><li>3. Maintenance and operation instructions.</li></ol>
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Contract provision no.2	<p>Ventilation management</p> <p>The tenderer must ensure the continuing proper operation of the mechanical ventilation facilities.</p> <p>For this, the following activities must be carried out in any case:</p> <ul style="list-style-type: none"><li>• Six-monthly check of operation.</li><li>• Annual check of calibration.</li><li>• Six-monthly replacement of filters.</li><li>• Annual cleaning of air treatment cabinets including heat recovery units.</li></ul> <p>Within performance-oriented maintenance, these are the minimum frequencies to ensure proper operation.</p>
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## 2.3 Utilisation stage (points for consideration)

Once the procurement stage has been concluded and a product or service has been purchased, there are opportunities for using the product in a sustainable manner.

No specific points for consideration have been formulated for the utilisation stage for this product group.